

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Telecommunicator I (Position # 64-9)
LOCATION: Communications
HIRING RANGE: \$28,708 - \$30,085
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: January 27, 2016
DATE AVAILABLE: February 15, 2016
CLOSING DATE: February 5, 2016

PRIMARY PURPOSE OF POSITION

Performs responsible radio and communications work by operating base radio dispatching and advanced telephone equipment to receive and transmit emergency calls for the County law enforcement and emergency services programs.

ESSENTIAL JOB FUNCTIONS

Performs responsible technical work on Craven County's Emergency 911 Center. Operates emergency communication systems to receive, transmit and record messages for emergency medical services, County law enforcement, municipal police departments, volunteer and municipal fire departments, highway patrol, Department of Transportation as well as various human services agencies. Monitors and operates TDD telecommunications equipment to communicate with hearing-impaired callers. Maintains computer log systems and coordinates repair of equipment through County staff or outside service vendors as needed.

MINIMUM EDUCATION AND EXPERIENCE

High school diploma or equivalent GED. Must be able to attend and pass the Telecommunications course given by Sheriff Training and Standards or their education agent within one year of employment. Must be a United States citizen; must have a valid driver's license; must have a clean criminal history. NCIC/DCI certification preferred or ability to obtain within 120 days of employment. Have a general knowledge of the operation of emergency communications system; general knowledge of the geographic layout of Craven County; knowledge of the practices and procedures of law enforcement, fire and rescue departments.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd., New Bern, NC 28560. Craven County Department contact for questions is Patti McDaniel at 252-636-6608.

Craven County is an Equal Opportunity Affirmative Action Employer.

